

## INFORMATION ABOUT RESPONSIBLE FOR ID CARD/VEHICLE PASS AT BILLUND AIRPORT

APPLICATION FOR ID CARD AND COLOR PICTURE OF PASSPORT/DRIVING LICENSE SEND VIA EMAIL TO [GODKENDELSER@BILL.DK](mailto:GODKENDELSER@BILL.DK) (ALTERNATIVE WITH THE POST TO HR). THE APPLICANT MUST HAVE EXECUTED SECURITY AWARENESS AT [WWW.E-BLL.DK](http://WWW.E-BLL.DK) AND BE APPROVED BY THE POLICE BEFORE ID CARD CAN BE ISSUED.

Billund Airport Hovedvagten Passagerterminalen 10 DK-7190 Billund
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<b>COMPANY NAME AND ADDRESS</b>
Company name
Address
Zip Code and city
CVR-No.
Phone number

<b>PURPOSE</b>
Short description of the company's task at Billund Airport area.

<b>INFORMATION ABOUT RESPONSIBLE FOR ID CARD/VEHICLE PASS (PERSON 1)</b>
Name
Titel (Profession)
Email address
Phone Number (direct)
_____
Date _____ Company stamp & Signature _____

<b>INFORMATION ABOUT RESPONSIBLE FOR ID CARD/VEHICLE PASS (PERSON 2)</b>
Name
Titel (Profession)
Email address
Phone Number (direct)
_____
Date _____ Company stamp & Signature _____

### GUIDELINES FOR ORDERING ID CARDS AND VEHICLE PASS

#### WHO CAN BE RESPONSIBLE FOR THE ID CARD/VEHICLE PASS?

The individual company decides who is responsible for signing the application for an ID card or a car passport.

#### PROFESSIONAL ERRAND

ID card and vehicle pass can only be issued based on an operational function.

#### REQUIREMENTS FOR BACKGROUND CONTROL OF THE PERSONS AT THE COMPANY WHO HAS OR WANTS AN ID CARD FOR BILLUND AIRPORT

All persons of the company who need an ID card for Billund Airport must have completed a background check with satisfactory results before the ID card can be issued.

See EU regulation 2015/1998 item 11.0.3; 11.1.3 and item 11.1.5.

It is the company itself that must carry out this background check as well as be able to document this.

The background check contains three points that must be fulfilled before Billund Airport can issue ID cards:

- 1. ESTABLISH IDENTITY:**  
The person's identity should be established on the basis of documentary evidence (passport or driver's license)
- 2. CRIMINAL RECORD:**  
A criminal record must be presented from all states of residence during at least the preceding 5 years.  
A 'state of residence' shall be any country in which the person has been resident continuously for 6 months or more.
- 3. CV CHECK AND REFERENCES:**  
Should cover employment, education and any gaps during at least the preceding 5 years.  
A 'gap' in the record of education or employment shall mean any gap of more than 28 days.

#### VERIFICATION OF REFERENCES:

A background check is approved, when a verification of all education and employment within the last 5 years is completed.

All interruptions in education or employment of more than 28 days must be investigated further. The employer shall make an assessment of the interruptions to make sure that the interruption could be verified or supported by any kind of documentation.

The background check must be done every 5 years.

#### PRICES

An ID card + online awareness course costs DKK 210 plus VAT.

Vehicle pass costs DKK 100 plus VAT.

Driver course inclusive online e-learning course costs DKK 500 plus VAT.

Collection will be done ongoing by month's end.

#### EXPIRATION DATE

An ID card is valid for five years from the day the police has approved the employee.

A vehicle pass is valid for one year.

#### EXPIRED OR LOST ID CARD/VEHICLE PASS

ID cards and vehicle passes which are expired or which are not **USED** anymore must be unsubscribed and returned to Hovedvagten, Billund Lufthavn.

Please note, that the company will be charged DKK 600 plus VAT for ID cards and vehicle passes that are not returned immediately after ended legitimate/official job at Billund Airport.

Lost ID cards or vehicle passes will also be charged with DKK 600 plus VAT for restoration.

Temporary ID cards or vehicle pass in connection with forgotten ID card or vehicle pass are charged DKK 100 plus VAT.

#### EXPEDITION TIME

ID card can be issued in HR's opening hours: Monday-thursday 8:00-15:30 and Friday 8:00-15:00, provided that the employee has passed the awareness course and has been approved by the police. Regarding vehicle pass, an email will be sent to the company when the vehicle pass is ready for pickup.